

SAMPLE PROJECT TIME FRAME

Application question number 7: Define the stages for implementing the project. Include a detailed time frame, specific actions and confirmed participants.

Stage/Timeframe	Activity	Participants
Fall 2008 Planning	Research plant species Collect plans for bird houses Research bird feeders	Sixth - Eighth grade students, teachers and Pepper Mill Gardens staff Fifth graders Fourth graders
Fall 2008	Site visit with MDC Education Consultant	Outdoor Classroom Committee and MDC Education Consultant
Winter 2008/2009 Planning	Design outdoor classroom site plans	Ninth – Twelfth grade students
March 13, 2009 <i>Postmarked</i>	Submit Outdoor Classroom Grant Application	Project Coordinator
Spring 2009 Fundraiser	Plant Sale	Pepper Mill Gardens staff Local Garden Club members Sixth – Eighth grade students
Summer 2009 Construction	Prepare site Build birdfeeders	PTO, staff, summer school students, Scouts, 4-H club Harold Stone's summer school Industrial Arts class
Fall 2009 Planting and Installation	Install birdfeeders Stock birdfeeders (ongoing) Plant perennials, trees and shrubs Decorate for open house Conduct open house tour Build birdhouses	Fourth graders; staff, volunteers Fourth graders Kindergarten-twelfth graders Kindergarten- twelfth graders Selected representatives from grades Kindergarten - Twelfth Fifth graders and Harold Stone's Industrial Arts class
Fall 2009 Fundraiser	Pancake Breakfast	Kiwanis Club, Parent volunteers, Sixth and Seventh graders
Fall 2009 Training	Professional Development Workshop	MDC Education Consultant, Outdoor Classroom Committee and other staff
November 6, 2009	Submit Interim Progress Report	Project Coordinator
Winter 2009/2010 Preparation	Start annual seeds in peat pots and grow labs Stock birdfeeders	Planting by K-2 students with maintenance help from older students Fourth graders
Spring 2010 Planting and Maintenance	Transplant annuals to site Plant perennials, trees and shrubs Install birdhouses Decorate for open house Conduct open house tour Stock birdfeeders	Kindergarten-third graders Fourth-twelfth graders; staff and volunteers Fifth graders Kindergarten-twelfth graders Class representatives from grades Kindergarten - Twelfth Fourth graders
May 7, 2010	Complete Grant Project and Conduct Final Site Visit	Teacher, students and volunteers MDC Education Consultant
May 17, 2010 <i>Postmarked</i>	Submit Final Report	Project Coordinator